



NO. GMI 1700.2C
DATE **FEB 23 1990**

Goddard Space Flight Center

ISSUANCE INFORMATION SHEET

TITLE: Goddard Space Flight Center Health and Safety Program

PURPOSE: This instruction establishes the basic responsibilities for the Goddard Space Flight Center (GSFC) Health and Safety Program.

Summary of Changes:

1. Added environmental duties.
2. Eliminated any restriction to Greenbelt only.
3. Eliminated repetition of other documents.
4. Changed inspections of tracking stations to biennially.
5. Removed system safety references.
6. Clarified certification requirements.
7. Eliminated reference to standard coordination and reporting done in any staff action.
8. Dropped references to safety representative positions that no longer exist.


John W. Townsend, Jr.
Director

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DIRECTIVE NO. GMI 1700.2C
EFFECTIVE DATE FEB 23 1977
EXPIRATION DATE _____

Goddard Space Flight Center

MANAGEMENT INSTRUCTION

TITLE: GODDARD SPACE FLIGHT CENTER HEALTH AND SAFETY PROGRAM

1. PURPOSE

This instruction establishes the basic responsibilities for the Goddard Space Flight Center (GSFC) Health and Safety Program.

2. APPLICABILITY

This instruction applies to all Government and contractor personnel at GSFC and all GSFC offsite facilities.

3. POLICY

Primary responsibility for the health and safety of GSFC personnel, the protection of Government property, and the identification and control of hazards rests with the same line management charged with GSFC's operations. NASA's policy is to:

- a. take all necessary steps to avoid loss of life, injury, or illness of personnel, environmental harm, and property loss or damage to the extent practical;
- b. comply with provisions of the Occupational Safety and Health Act (OSHAct) of 1970, Executive Order 11807, 29 CFR 1960, published OSHA and NASA standards, and requirements of other Federal regulatory agencies. If standards or regulatory issuances conflict, the more stringent requirements shall apply;
- c. instill in each NASA Government and contractor employee an awareness of the need for safety, health, and environmental conservation;
- d. implement a risk management system for achieving the necessary level of safety and health commensurate with mission objectives and overall costs;
- e. ensure that an organized and systematic approach is used for identifying and controlling safety, health, and environmental hazards and problems; and

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f. periodically review and evaluate plans, systems, and activities relating to safety, health, and the environment to ensure that objectives are achieved within established constraints of available technology, funding, and schedule.

4. RESPONSIBILITIES

a. The Health and Safety Committee (H&SC) is responsible to the Director of GSFC for the overall development, direction, and implementation of the GSFC Health and Safety Program. The Chairman of the H&SC will be a senior official designated by the Center Director. Members will include senior representation from each directorate.

b. Facility Operations Managers (FOM's) have overall responsibility for monitoring all matters that affect the safety of their buildings or facilities. They will carry out their responsibilities so that the organizational supervisors in their facilities can implement the GSFC Health and Safety Program. In situations in which the FOM believes that a significant imminent danger to personnel or property exists, he has the authority to stop work and evacuate the facility. In areas he does not visit regularly, the FOM is responsible for conducting periodic walk-through inspections at least once a quarter.

c. The FOM Chairman is appointed by the Center Director. The Chairman serves as a member of the H&SC and acts as a liaison between the FOM's as a group and the H&SC, FED, and POMD.

d. The Radiation Safety Subcommittee is a standing subcommittee that reports to the H&SC. This committee is responsible for ensuring that ionizing and non-ionizing radiation used at GSFC or under GSFC managed programs is managed so as to minimize the health and safety risks to Government employees, contractors, the public, and the environment. The committee will ensure that GSFC requirements, Nuclear Regulatory Commission and other federal regulations, professional standards, and sound health physics practices are met. The committee has the authority to approve operations (from a radiation protection point of view), to approve the qualifications of Government and contractor personnel as responsible users and custodians of radionuclides or radiation-producing devices and to prescribe special conditions and requirements necessary for ensuring that line managers fulfill their responsibilities for safe operations (GHB 1860.1, 2, 3, and 4).

e. The Plant Operations and Maintenance Division (POMD) is responsible for ensuring that all GSFC utilities, services, equipment, and plant facilities are properly maintained in accordance with appropriate NASA codes, regulations, standards, and special safety requirements issued by the manufacturer.

f. The POMD Building Operations and Services Specialists (BOSS) are responsible for being the contact for their assigned facilities. The BOSS coordinates utility outages, fire protection system outages, and POMD work with the occupants in their facilities.

g. The Facilities Engineering Division (FED) is responsible for coordinating all facility and utility design, construction, and modifications with the Health and Safety Branch to ensure that appropriate regulations, codes, and standards on health and safety are met. All designs will at minimum meet the most recent Code requirements available, consonant with NHB 1700 and other recent guidelines. When conflicts arise among Codes, guidelines, NASA, or other policies dealing with health, safety, or fire protection, coordination through the GSFC Health and Safety Branch will be effected for resolution.

h. The Institutional Procurement Division and The Program Procurement Division are responsible for ensuring that pertinent health and safety clauses, as directed by law, regulation, appropriate line management, and the Health and Safety Branch, are incorporated into GSFC contracts. Contracting Officers are responsible for ensuring that contractors comply with these safety regulations in accordance with the "NASA Procurement Managers," Part 1, Subpart 52, "Safety and Health."

i. Chiefs of Divisions, Directorate Staff Offices, Project Managers, and Tracking Station Directors are responsible for:

- (1) ensuring that an appropriate Health and Safety Program is implemented within their organizations.
- (2) ensuring that their employees receive an adequate level of health and safety training and orientation.
- (3) preparing and implementing with appropriate professional assistance, protection procedures for their personnel.
- (4) assuring that an appropriate certification program

for personnel performing hazardous operations is established and implemented. This program shall include a certification plan, provisions for developing minimum training standards, and approval of certification standards. The certification program shall include formal and on-the-job training, demonstration of skill, medical exams, and recertification requirements. The Division shall maintain all certification records and issue cards or certificates as appropriate. All certification programs shall follow NHB 1700.1 requirements as a minimum.

j. First Line Supervisors are responsible for:

- (1) ensuring compliance with NASA and GSFC health and safety requirements by informing their employees of these requirements and their responsibilities and rights under them.
- (2) identifying hazardous areas and operations under their jurisdiction.
- (3) submitting certification applications to appropriate Division level management for approval.
- (4) assuring that certification and recertification requirements including formal training, on-the-job training, examination, proficiency demonstrations, and experience are implemented.
- (5) documenting precautions and procedures for safe performance of work and communicating this to employees in writing.
- (6) immediately reporting any injury, significant accident, or near miss in their organization to their Division Chief and the Health and Safety Branch following the requirements in NMI 8621.1.
- (7) providing employees with the appropriate Personnel Protective Equipment to safely accomplish all operations that the employee is expected to perform.

k. Each GSFC Employee is responsible for using appropriate safety equipment while working and for observing adequate safety precautions. The employee may exercise with assurance of protection from interference, coercion, reprisal, discrimination, or restraint his right to:

(1) through the FOM and employee representative, participate in safety and health surveys and advise the survey team of unsafe or unhealthy conditions.

(2) report unsafe or unhealthy working conditions and request surveys of such conditions by written notice to the FOM or Safety Point of Contact for the facility.

5. PROFESSIONAL HEALTH AND SAFETY SERVICES

The Health and Safety Branch provides specialized health and safety assistance to the H&SC, FOM's, Building Operations and Services Specialists, and other levels of GSFC Management.

a. The Health and Safety Branch will provide staff support and assistance in:

- (1) fire protection
- (2) occupational and public safety
- (3) environmental protection
- (4) occupational medicine
- (5) industrial hygiene
- (6) radiological health
- (7) emergency response
- (8) emergency preparedness
- (9) workers compensation
- (10) facilities system safety

b. The Health and Safety Branch will also:

- (1) exercise staff supervision to ensure the implementation of overall GSFC safety policies, regulations, standards, and procedures.
- (2) provide a continuing environmental health and safety program for GSFC.
- (3) conduct periodic surveys of GSFC operations to determine compliance with appropriate health and safety

codes and standards and report findings and recommendations to the H&SC, FOM, and local supervisor involved.

(4) survey all off-site, GSFC managed facilities that have GSFC personnel on-site, at least biennially.

(5) survey all off-site, GSFC managed facilities that do not have GSFC personnel on-site, as requested by the contractor or by GSFC Management.

In performing their duties, the Health and Safety Branch personnel will be permitted access to:

(1) all GSFC and contractor personnel for interviews.

(2) operations areas for surveys.

c. The Health and Safety Branch has the responsibility and the authority to require an immediate shutdown of any GSFC operation that, in their judgment, presents a clear and imminent danger to personnel. In instances that involve contractor personnel, they shall notify the contracting officer or technical monitor as soon as practical.

6. FACILITY AND BUILDING SAFETY

The FOM has the responsibility and authority as outlined in GMI 7234.2. The senior resident supervisors in a facility will respond to the safety needs identified by the responsible FOM. Supervisors resident in the facility, the FED, and the POMD will inform the FOM of the nature and starting time of repairs and alterations to the facility and the status of safety priority work orders.

7. HEALTH AND SAFETY PROGRAM IMPLEMENTATION

a. To ensure an effective GSFC Health and Safety Program, each Division will develop, maintain, and implement a Division Safety Plan for its employees and operations. The Health and Safety Branch will assist the Divisions in developing their plans by providing a suggested outline of the plans contents, interpreting NASA and GSFC safety requirements as needed, and by reviewing the plan for completeness. The plans will include operating and emergency plans for hazardous equipment and materials used in the Division and for hazardous conditions that could occur.

b. Supervisors will confer with, and secure the approval of FED and POMD before modifying or altering any GSFC utilities or facilities.

c. The Health and Safety Branch will serve as the consultant for interpreting health and safety codes and standards.

8. REQUESTS FOR WAIVERS OR DEVIATIONS

Written request for waivers to provisions of this instruction (with a justification) shall be submitted to the Head, Health and Safety Branch for action. Waivers must include the reason for non-compliance, alternative procedures to assure safety, and the expected duration of the waiver. If the Health and Safety Branch agrees with the waiver, it will be forwarded to the H&SC for consideration. If the H&SC agrees with the waiver, it will be forwarded through the Center Director to NASA Headquarters Safety Division for approval as required by NHB 1700.1.

Deviations to provisions of this instruction must be submitted with a written justification to the Head, Health and Safety Branch. Deviations will be handled in accordance with NHB 2710.1

9. RESCINDED INSTRUCTIONS

GMI 1700.2B, Same subject, dated July 19, 1979

GMI 1710.1A, "Periodic Inspection of the Fire and Occupational Safety Status of the Goddard Space Flight Center Tracking Stations, Switching Centers, and other Off Main Site Facilities", dated June 24, 1981


John W. Townsend, Jr.
Director

